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U.S. WAR FOOD ADMINISTRATION

Washington 25, D. C.

CONSOLIDATION OF MEMORANDA ON PROCEDURES FOR NATIONAL AND INTERNATIONAL ALLOCATIONS OF FOOD

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May 1, 1944

For the use of officers, staff, and committee members of Food Requirements and Allocations Committee and Combined Food Board.

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I. INTRODUCTION

A. Objectives of Allocations

To provide efficient and equitable division of food among major military and essential civilian claimants, Director's Memorandum No. 16 established the allocation procedure.

The allocation procedure is based on two fundamental principles. Firstly, it is designed to bring together in a comprehensive form the most complete information on supplies and requirements; secondly, it is designed to divide the supplies so that they will be used most effectively in the conduct of the war.

The allocations procedure follows two parallel channels which, though distinct, are closely related. There is first the international allocation. This allocation divides the world supply of each important kind of food among the various nations. As a meeting ground to develop suitable international allocations there has been established the Combined Food Board with one member each from the United States, Canada, and the United Kingdom, and with one Executive Officer from each of the three States. The War Food Administrator is the United States member of the Board. The Board, with the assistance of various commodity committees, submits recommendations to the three governments, and, on occasion, to other governments. When a recommendation respecting one or another food is made by the Board, and concurred in by each member government, it is carried into effect by appropriate action on the part of each government within its own sphere of influence. This completes the international allocation but there remains to be established such internal or domestic division as each country may wish to undertake.

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B. United States Administrative Organization

In the United States the domestic allocations are made by the War Food Administrator, with the advice of the Food Requirements and Allocations Committee. This Committee also advises the War Food Administrator concerning the position he should take as United States member of the Combined Food Board, thus assuring complete coordination of the domestic and international allocation programs.

The allocations procedure is operated by the Chiefs of the Commodity Branches and the Chief of the staff organization, known as Requirements and Allocations Control, who cooperates with the Branch chiefs in development of allocation recommendations, under the direction of the Deputy Director for Supply, who is Vice Chairman of the Food Requirements and Allocations Committee and the U.S. Executive Officer of the Combined Food Board, to whom the Chairmen of the Sub-Committees and the Executive Officer are directly responsible in all matters pertaining to allocations. The Chief of Requirements and Allocations Control is also Executive Officer of the Food Requirements and Allocations Committee and Deputy United States Executive Officer of the Combined Food Board.

The Chief of each of the Commodity Branches, under the direction of the Deputy Director for Supply, is responsible for (1) the determination, jointly with the Chief of Requirements and Allocations Control, of commodities to be allocated; (2) the establishment of Supply Estimates Committees and Food Requirements and Allocations sub-committees; (3) for recommending allocations on the advice of the sub-committee, in which he has the deciding vote; (4) for presentation, jointly with the Chief of Requirements and Allocations Control, of recommended allocations to the Food Requirements and Allocations Committee; (5) for recommending to the Food Requirements and Allocations Committee the United States positions in negotiations on the Combined Food Board Commodity Committee; and (6) he, or his designee, is the United States member and sole authorized American spokesman on the Combined Food Board Commodity Committee, responsible for negotiating international allocation recommendations.

Under Director's Memorandum No. 16 and Director's Memorandum No.2, Supplement 31, the Chief of Requirements and Allocations Control is responsible for the assembly, analysis and correlation of data on the food requirements of the armed forces, civilians, allied and friendly nations, territories and other claimants on the United States food supplies; for the appraisal of such requirements and for relating them to supply estimates including domestic production and imports; for the preparation of reports, analysis, criteria and recommendations for the systematic balancing of different and competing claims upon supplies; jointly with the Chairmen of the sub-committees for recommending allocations of foods among the claimants; for implementing audits as controls of allocation; and for providing secretarial and other staff services for national and international allocations groups.

II. INTERNATIONAL ALLOCATIONS

In accordance with a statement of functions, organization, and procedure agreed to by the Combined Food Board at the forty-fifth meeting, and in accordance with operational plans established by the Executive Officers, the following statement is issued for the guidance of secretaries and others concerned with the work of the Board:

The general purpose of the Combined Food Board is to provide a common forum in which member nations may discuss jointly problems of mutual concern and to develop mutually acceptable recommendations respecting allocation, production, procurement, and international distribution of available food supplies for presentation to their respective governments. Its purpose is not to assume authority or operating responsibility, but to provide to authorities and operating officials of member governments programs with respect to which all possible international differences of opinion have been reconciled. In addition, it cooperates with the London Food Council, other combined boards, and other food planning agencies.

To implement uniform procedure there is set forth hereinafter a description of the staff organization and the steps uniformly to be taken in securing international food allocations or other actions.

A. Personnel

The institution of international allocations 1/ of food and certain related commodities through the mechanism of the Combined Food Board requires action or consideration by the following:

(1) The Board
(2) Executive Officers of the Board
(3) Secretary of the Board
(4) Commodity Committee (or Special Committee) of the Board

The Combined Food Board consists of three members representing respectively the United States, the United Kingdom, and Canada. Each member of the Board may appoint a deputy member who may act for the Board member at the latter's request. Hon. Claude R. Wickard, United States Secretary of Agriculture, acts as Chairman of the Board.

The Executive Officers and their Deputies, through whom the Board operates, constitute the executive organization of the Board. Each national member of the Board is entitled to nominate one Executive Officer and one Deputy Executive Officer who are known as the Executive Officer and Deputy Executive Officer for their country. To facilitate the work of the Executive Officers, there has been established an "Executive Officers Committee". This Committee is composed of representatives of

1/ The term "international allocation" is defined as apportionment of the world food supply available to the member countries. For details respecting development of the U.S. position to be taken in Combined Food Board commodity committee discussions, see NATIONAL ALLOCATIONS, paragraph B (2).

the Department of State, War Department, War Shipping Administration, War Production Board, and Foreign Economic Administration on the United States side; of the British Embassy, British Army Staff, and British Merchant Shipping Mission on the United Kingdom side; and the Canadian Embassy for Canada.

The Secretary and the Assistant Secretary, who are appointed by the Board, keep minutes of the Board meetings and direct the work of a Document Control Unit provided by the United States Government which is responsible for the processing, filing, and distribution of Committee and Board documents.

Each Commodity Committee consists of a chairman appointed by the Board, three members appointed as their national representatives respectively by the Governments of the United States, United Kingdom and Canada, and a Secretary and Assistant Secretary, appointed by the Executive Officers. As hereinafter explained, there may also be in attendance at Committee meetings one or more consultants or observers invited by the several national members or, upon approval by the Executive Officers, by the Chairman.

B. Procedure for International Allocations

Proposals for action by the Combined Food Board may be initiated by any member of the Board or its Executive Officers, but usually they begin with and proceed from Commodity Committees, as follows:

(1) Commodity Committee action - When in the judgment of a Committee Chairman (or of the Board or its Executive Officers) a meeting is required for consideration of the supply and requirement outlook for his assigned commodity or commodities, the Chairman authorizes the calling of a meeting. Appropriate notices with agenda are distributed by the Committee Secretary through the Documents Control Unit directed by the Board Secretary.

Proceeding the actual meeting date it is the duty of the Committee Secretary to prepare a tabulation by countries of the statistical data (production, imports, exports, stocks and consumption requirements) pertinent to the agenda items to be discussed. The Secretary may request each member to furnish appropriate data for his country or for other areas for which it is agreed he shall report. Information received by the Secretary is made available to all members of the Committee.

Committee meetings are attended by the Chairman, the three national members, the Secretary and the Assistant Secretary or their duly authorized alternates. In addition, each member may invite the attendance of consultants or observers selected from among the officials of his own government and shall, in advance of the meeting, provide the Chairman and the Secretary with the names of such consultants. The Chairman, with the approval of the Executive Officers, also may invite the attendance of consultants.

With some commodities, it may appear desirable to have agreement to the Committee proposal by representatives of one or more countries

which are not members of the Board. When this is the case, the Committee should request of the Executive Officers ad hoc attendance of such non-member representation.

The Chairman presides at meetings of the Committee but does not vote unless he also is serving as the member for his country.

The Secretary keeps the minutes of the meetings and supplies factual data but does not otherwise participate in the discussions.

When terms for an allocation proposal have been agreed to by the Committee members, the Secretary prepares a memorandum to the Executive Officers signed by the Chairman and Committee members including (a) the recommendation proposal, (b) an explanation of the purpose of the proposal with adequate supporting data. Following signature by the Chairman and Committee members this memorandum is initially transmitted to the Secretary of the Board through the Document Control Unit, where it is recorded, duplicated and then forwarded to the Executive Officers.

Recommendation proposals shall be unanimously agreed to by the three members. Whenever there is no unanimous agreement, the Committee Secretary, at the direction of the Committee, shall draft a memorandum to the Executive Officers, explaining the points in disagreement and requesting a review of the points in dispute.

Special Committees - The Board or its Executive Officers may establish Special Committees from time to time for the purpose of considering subjects that may not fall within the scope of existing Commodity Committee functions. The membership, terms of reference, and procedure of each Special Committee are announced at the time of its establishment.

(2) The Secretary and Assistant Secretary - The Secretary and Assistant Secretary of the Board arrange accomodations and keep the minutes for Board meetings and under the direction of the Executive Officers or their deputies have general supervision of the secretaries of the commodity committees.

Recommendation proposals made by the commodity committees and by special committees are received by the Secretary of the Board who, after recording by the Document Control Unit, transmits them to the Executive Officers for approval. Upon approval by the Executive Officers, the Committee proposal, along with a formal recommendation text incorporating its substance, is submitted to the Board members. When the formal recommendation text has been adopted and signed by the Members of the Board, the Secretary delivers a signed copy to each Executive Officer for concurrent action by his government.

(3) Executive Officers - The three Executive Officers, and their deputies, jointly constitute the executive organ of the Board, direct and review the work of the committees, and place all committee recommendations before the Board for action.

Upon receipt of a memorandum from a committee reporting failure to agree unanimously upon an allocation proposal, the Executive Officers at a meeting attempt to reconcile points in dispute and after settlement

so advise the committee by memorandum sent through the Secretary of the Board. If the Executive Officers are unable to obtain agreement, they place the question before the Board.

(4) Members of the Board - The members of the Board constitute the final authority on international allocation recommendations. At their regular meetings they consider action taken or proposed by the Executive Officers, discuss general allocation problems, pass on specific committee recommendation proposals, review informational documents and determine the bases for the relationship of the Combined Food Board to other Combined Boards and to various national and international agencies.

When the Board has agreed on a committee proposal, it is formally recommended by signature of the members and is submitted to each government for concurrence and such action as may be necessary to carry out the proposal. Concurrences binding the respective governments are returned for the United States by the War Food Administrator or his nominee; for the United Kingdom by the Ministry of Food, and for Canada by the Department of External Affairs on the advice of the Food Requirements Committee.

When it is also desired to obtain the concurrence by a country outside the membership of the Board, the Board members will indicate the proper course to be taken. In many cases, the arrangement of such special concurrences will involve the use of diplomatic channels. In the case of British Commonwealth and certain other countries, the London Food Council furnishes the Combined Food Board with data on supplies and requirements and makes proposals for their most efficient distribution. Concurrence in Board recommendations is sought through the medium of the London Food Council.

C. Communications and Documents

Meeting agenda and minutes, Commodity Committee recommendation proposals and all other papers pertaining to the work of the Combined Food Board will be cleared for distribution, and duplicated if necessary, through the Documents Control Unit of the Board.

When the Chairman of a Commodity Committee has determined that a meeting will be held, the Secretary or Assistant Secretary as they may agree, shall immediately notify the Documents Control Unit. The latter will (1) reserve a meeting room for the desired hour and date and will (2) stencil and circulate the meeting notice and agenda.

Following the meeting, the Secretary, or Assistant Secretary as they may agree, shall within three days submit a draft of the minutes to the Documents Control Unit for circulation to the Committee members. The members shall within four days reply with suggestions or changes to be incorporated in the duplication of the Minutes for final distribution. Failure to reply regarding acceptance or correction of the draft minutes within the specified time shall be taken as expressing approval, due allowance being made when members are at such distance or in such circumstances as to be unable to comply accordingly. It will be permissable in such cases to propose further final correction at the next following meeting, these corrections to be recorded in the minutes of that following meeting.

All recommendation proposals and all correspondence relating to Board matters put forward by a Committee, its Chairman or Secretary, shall be routed through the Documents Control Unit.

Final Committee minutes, recommendation proposals and similar papers will be distributed to each Executive Officer of the Board, to the Committee Chairmen and Secretaries, to each Committee member through the Documents Control Unit.

When recommendation proposals have been accepted by the Board and concurrences have been returned by the member governments, the Documents Control Unit will forward to the appropriate national agencies copies of the official recommendation.

III. RELATION OF NATIONAL AND INTERNATIONAL ALLOCATIONS

An international allocation should always be made before the United States national allocation becomes firm. There may be some cases in which an international allocation is not contemplated or in which it is likely to be delayed beyond the time when it is necessary for operational reasons to complete a domestic allocation during a particular quarter. When the national allocation must thus precede, it should be consistent with principles established by the Combined Food Board, and it should be submitted to the Chairman of the Food Requirements and Allocations Committee as a part of the American position to be taken before the Combined Food Board committee meeting.

Staff work on national and international allocations should proceed concurrently. Information on the progress of both allocations should be made available to both committees whenever definite steps in progress will affect their mutual interests. In most cases it will be advisable if not imperative to discuss informally supplies and requirements at the level of the Commodity Committee of the Combined Food Board before attempting to establish the final American position.

Initiation of the allocation procedure at the international level, however, is not to include Board recommendation as to the division of the total supply retained by the United States. That division, as heretofore, will be decided by the War Food Administrator as advised by the inter-agency Food Requirements and Allocations Committee. On the other hand, the domestic division may be reported for information purposes to the Commodity Committees of the Combined Food Board. The purpose of referring domestic allocations to the Board is to help determine that the various shares assigned to the several user groups are being kept in line with Combined Food Board principles and current programs.

IV. NATIONAL ALLOCATIONS

A. Personnel

The determination of a national allocation 2/ requires action or consideration by each of the following:

(1) Supply Estimates Committee
(2) Food Requirements and Allocations Sub-Committee
(3) The Executive Officer
(4) Food Requirements and Allocations Committee
(5) War Food Administrator

(1) Each Supply Estimates Committee consists of a Chairman named by the Chief of the appropriate Commodity Branch, a Secretary from the staff of Requirements and Allocations Control, representatives of Food Production Administration and Bureau of Agricultural Economics, appointed by their respective agencies, and such additional individuals named by this Chairman as may be needed for developing reasonably accurate estimates of supply to be available in the allocation period under consideration.

(2) Each Food Requirements and Allocations Sub-Committee consists of a Branch Chief, or his alternate, as Chairman, a Secretary and Assistant Secretary from the staff of Requirements and Allocations Control and a membership determined by this Chairman to be essential to the development of allocations. At least the following agencies are to be represented on this Sub-Committee:

Department of State
War Department
Navy Department
Foreign Economic Administration
War Production Board
War Shipping Administration
Civilian Food Requirements Branch, Office of Distribution
Office of Production
Procurement Branch, Office of Distribution

In addition, the Chairman may find it advisable to invite representatives from the Office of Price Administration, theMarine Corps, the Department of Interior, and other agencies.

(3) The Executive Officer is appointed by the Chairman of the Food Requirements and Allocations Committee from the staff of the Office of Distribution.

2/ The term "national allocation" is defined as apportionment of the United States food production and imports among claimant groups. (Director's Memorandum No. 16, Supplement 14)

(4) The Food Requirements and Allocations Committee is an inter-agency organization consisting of (1) Chief of the Office of Distribution as Chairman; (2) a Vice-Chairman from the staff of the Office of Distribution; (3) an Executive Officer from the staff of the Office of Distribution; (4) representatives of the government departments or agencies listed in paragraph (2); and (5) a Secretary and Assistant Secretary.

B. Allocations Procedure

In order that the functions of the several personnel groups involved in allocations procedure may be clearly understood, they are set forth herewith in detail.

(1) Supply Estimates Committees - Subject to the direction of the Deputy Director for Supply, each Branch Chief, jointly with the Chief of Requirements and Allocations Control (who is also the Executive Officer of the Food Requirements and Allocations Committee), determines the commodities within his jurisdiction for which there should be allocation, and establishes the committee which is entrusted with the responsibility to develop for the particular commodity an estimate of the supplies expected to be avilable during the allocation period. The estimate made by this Committee becomes the official estimate of the War Food Administration for making the allocation. The Committee meets as often as necessary, but not later than seven weeks before the beginning of any allocation quarter, to revise earlier estimates for the current allocation year, and to project a forecast of supplies in terms of stocks, production and imports for the twelve-month period of the allocation. Records of the Committee's proceedings are kept by the Secretary, who is responsible for providing the Committee with such statistical and other data as may be necessary.

(2) Food Requirements and Allocations Sub-Committees - Each commodity Sub-Committee of the Food Requirements and Allocations Committee performs the following functions in the national and international allocations procedures:

National Allocations:---after tabulation of both the supply estimates and requirement claims has been completed, the Secretary, at the direction of the Chairman, calls a meeting of the Sub-Committee to consider the statistical position and to reach agreement on a recommendation for an allocation. In addition to the meeting of the full Sub-Committee, the Chairman may instruct the Secretary to arrange special conferences with one or more claimants for the purpose of reviewing their requirements. When a decision has been reached, the Chairman or his alternate confers on the allocation with the Chief of the Requirements and Allocations Control (the Executive Officer of the Food Requirements and Allocations Committee), and, after approval by the Deputy Director for Supply, they are jointly responsible for the preparation of an allocation recommendation accompanied by a suitable memorandum addressed to the Chairman of the Food Requirements and Allocations Committee summarizing the problems which confronted the Sub-Committee and the basis for its decision. In addition, the memorandum gives the names of representatives of the various agencies present at the meeting at which the decision was reached. In event of disagreement on the part of one or more such representatives, the memorandum states the points of, and the reasons for dissent.

Allocations will be made on successive fiscal and calendar year bases. Each quarter the allocations will be reviewed and the forward quarter made firm. However, on April 1 and October 1 calendar and fiscal year allocations respectively will be revised. On January 1 and July 1 the six months preceding will be dropped and another six months added to the allocation period of each of these dates; i.e. on these dates the allocation will be established for the calendar year and the fiscal year respectively.

In certain cases where it is feasible only to make a fiscal year allocation, there will be regular quarterly reviews of requirements and supplies to determine the necessity of revision.

The Secretary of the Sub-Committee, in addition to duties already mentioned, keeps the record of proceedings, participates in the discussions on the same basis as other members and puts the recommended allocations in final form for presentation by the Chairman. The recommended allocations of the Sub-Committee are presented to the Executive Officer of the Food Requirements and Allocations Committee.

International Allocations:---Positions to be taken by the Chairman in negotiating international allocations in his capacity as U.S. member on the corresponding Combined Food Board Commodity Committee are reviewed by the Sub-Committee. The "Statement of Position" consists of two parts: (a) the position the U.S. member expects to take on division of the worl supply or other matters of international significance, and (b) the reasons for the recommended position, supported by such information as may be necessary for a clear understanding of the problems involved. After approval by the Sub-Committee the position statement is submitted as a recommendation of the Sub-Committee for final clearance by the Food Requirements and Allocations Committee, together with a list of Sub-Committee members, indicating their concurrence or exception. The views of members who take exception to the proposed position should be recorded in the statement.

To facilitate more detailed consideration of all foreign aspects of the United States position statement than is possible in the Sub-Committee, the Chairman may in addition set up, whenever necessary, a special ad hoc group, consisting of representatives of the Department of State, Foreign Economic Administration and other agencies concerned with foreign relations.

As soon as the Food Requirements and Allocations Committee has acted on the position proposed, the Sub-Committee is notified by the Secretary of the Food Requirements and Allocations Committee.

(3) The Executive Officer - The Executive Officer, jointly with the Chairman of each Sub-Committee, prepares the memorandum transmitting the recommended allocation to the Chairman of the Food Requirements and Allocations Committee. He also presents the recommended allocation to the Deputy Director for Supply or his nominee to consider correlation of Office of Distribution and other governmental procurement programs with the recommended allocations. Upon approval of the procurement plans the recommended allocation is transmitted to the Chairman of the Food Requirements and Allocations Committee and its members in the form of a docket containing documents and informational material to be consid-

ered by the Committee.

(4) Food Requirements and Allocations Committee - The Food Requirements and Allocations Committee constitutes the advisory body to the War Food Administrator. It is composed of representatives of various United States governmental claimant agencies and other departments which have a direct interest in allocation of foodstuffs. (See agencies listed under A (2)

The Chairman has a deciding vote on allocations and other matters, but he directs a thorough discussion by the members and is guided by their deliberations in proposing to the War Food Administrator that various allocations be approved. If the members in general are of the opinion that an allocation proposal should be altered, and if the Chairman concurs, it is returned to the Sub-Committee by the Secretary with a note outlining the desired changes. Policy matters affecting United States food distribution programs are considered by the Committee as criteria for the allocation of United States foods. The main Committee members generally meet every week.

(5) War Food Administrator - The War Food Administrator, if he concurs in the recommendation as transmitted from the Food Requirements and Allocations Committee by the Chairman, legalizes the allocation through appropriate orders. If the War Food Administrator disapproves of the recommendation, it is returned to the Chairman of the Food Requirements and Allocations Committee for further consideration. Since the national and international allocations are coordinate functions of the War Food Administrator, the two procedures should be harmonized as the commodity allocation develops. (See III)

C. Emergency Allocations

To provide a procedure for dealing with urgent and unexpected changes in requirements after the regular allocations have been completed, a system for making of emergency allocations has been established.

This procedure can be utilized under the following circumstances: (1) Upon receipt of a request for food not covered by the existing allocation; (2) when a claimant requests an advance on his tentative allocation; (3) to effect changes in allocations due to unexpected changes in supplies; (4) to transfer an allocation to a specified claimant from OD procurement to commercial procurement or vice versa; and (5) to cancel an allocation.

Emergency allocations proceedings can be initiated either by Program Liaison or the Requirements andAllocations Control. The request, recorded on a special form with adequate explanations with regard to the nature and justification of the claim, must be forwarded to the Allocations Control Unit (R&C) which submits it to the Secretary of the appropriate Commodity Sub-Committee for initiating action. The Secretary secures the recommendation of the Chairman of the Sub-Committee and enters the recommendation, with reasons therefor, on the emergency allocations forms. After consultation with other agencies directly affected by the action, the recommended allocation is forwarded to the Executive Officer for his approval.

D. Allocation Stages:

All allocations pass through four stages, which are indicated by the changes in the colors of the statistical tables used in the development of allocations. In each stage, there are two tables. Tables 1 and 1a are summaries of requirements or allocations by claimant agencies. Table 1a which is necessary only in some cases, gives a detailed breakdown of the minor lend-lease and commercial exports claims by countries. Table 2 presents a balance sheet of estimated supplies as compared with requirements or (after the blue stage) allocations. A summary of estimated OD procurement also appears on this table.

The following are the stages through which allocations pass (with the corresponding changes in the colors of the tables):

Unadjusted Requirements and Supplies Stage (Blue): During this, the first stage, blue tables are prepared which show only the requirements claims as submitted by the claimant agencies, but converted into units in which the allocations are made (Tables 1 and 1a; and, a trial balance sheet comparing these requirements with estimated supplies (Table 2)

Adjustment and Negotiations Stage (Pink): After the Chairman of the Sub-Committee has considered the supply and requirements figures as initially presented in the blue tables, and possibly has suggested adjustments to establish a balance, pink tables are issued. The pink tables serve as a work sheet for the Sub-Committee, which determines further adjustment to be made to bring the requirement claims into line with supplies. As thus adjusted by Sub-Committee agreement, the pink tables are presented to the Executive Officer for consideration by the Procurement Branch of an appropriate purchase program to implement the proposed allocation.

Recommended Allocation Stage (Green): The third stage is reached when the Chairman of the Sub-Committee and the Executive Officer, after agreement is reached with the Procurement Branch, submit the recommended allocation to the Food Requirements and Allocations Committee. The tables are then transferred to green paper and inserted in the docket of the Food Requirements and Allocations Committee. If agreed upon the allocation is then presented to the War Food Administrator for approval.

Approved Allocation Stage (Yellow): After approval of the allocation by the War Food Administrator, the tables are issued in yellow. A copy is sent to each claimant, accompanied by a letter from the Director of the Office of Distribution carrying any necessary qualifying explanations such as "Two-thirds of the allocation for the first tentative quarter may be considered as a firm commitment." The advance tentative allocations are subject to review and adjustment as necessary. The yellow tables also are sent to the Branch Chiefs and certain members of their staff, and to a limited number of other persons in interested agencies such as the Office of Price Administration.

V. PERSONNEL

A. COMBINED FOOD BOARD

List of Members, Officers, and Committees

Chairman

Hon. Claude R. Wickard

Members and Officers

United States
Member, Hon. Marvin Jones
Deputy Member, Mr. M. Lee Marshall
Executive Officer, Lt. Col. Ralph W. Olmstead
Deputy Executive Officer, Mr. Lawrence T. Hopkinson

United Kingdom
Member, Hon. R. H. Brand
Adviser, Mr. E. Twentyman
Executive Officer, Mr. Maurice I. Hutton
Deputy Executive Officer, Mr. Eric Roll

Canada
Member, Hon. J. G. Gardiner
Deputy Member, Dr. H. Barton
Executive Officer, Mr. George R. Paterson
Assistant to the Executive Officer, Mr. J. Neil Lewis

Secretary

Mr. Arthur T. Thompson

Assistant Secretary

Mr. A. A. Garthoff

Commodity Committees

Beans and Peas

Chairman (U.S.)	Mr. E. J. Murphy
Member, United States	Mr. Reed K. Pond (Alternate Mr. J. A. Thompson)
Member, United Kingdom	Mr. L. F. van Zwanenberg
Member, Canada	Mr. G. E. Britnell
Secretary (U.S.)	Mr. M. M. Benidt

Cereals and Feeds

Chairman (Canada)	Mr. George H. McIvor
Member, United States	Mr. T. B. King (Alternate Mr. C. S. Kauffman)
Member, United Kingdom	Mr. R. A. Furness
Member, Canada	Mr. George H. McIvor
Secretary (U.S.)	Mr. G. P. Boals
Assistant Secretary (U.S.)	Mr. K. J. Nicholson

Subcommittee on Feeds (incl. soybeans)	
Chairman (U.S.)	Mr. Carl C Farrington 2/
Member, United States	Mr. T. B. King
	(alternate - Mr. C.S. Kauffman)
Member, United Kingdom	Mr. R. A. Furness
Member, Canada	Mr. J. G. Davidson
Secretary (U.S.)	Mr. K. J. Nicholson
Citric and Tartaric Acid	
Chairman (U.S.)	Mr. R. G. Ruark
Member, United States	Mr. H. C. Albin
	(alternate Mr. A. L. Kalish)
Member, United Kingdom	Mr. A. S. R. Williamson
Member, Canada	Dr. W. W. Stewart
Secretary (U.S.)	Mr. J. B. Gibbs
Assistant Secretary (U.S.)	Mrs. M. M. Libman
Coffee, Cocoa, and Spices	
Chairman (U.K.)	Mr. G. E. F. Chilver
Member, United States	Mr. H. C. Albin
	(alternate Mr. J. P. Delafield)
Member, United Kingdom	Mr. G. E. F. Chilver
Member, Canada	Mr. F. J. Kemlo
Secretary (U.S.)	Mr. J. B. Gibbs
Assistant Secretary (U.S.)	Mr. W. N. Watson
Dairy Products	
Chairman	1/
Member, United States	Dr. T. G. Stitts
Member, United Kingdom	Mr. J. G. Hopkins
Member, Canada	Mr. J. F. Singleton
Secretary (U.S.)	Mr. Gordon C. Laughlin
Essential Oils	
Chairman (U.S.)	Mr. H. C. Albin
Member, United States	Mr. H. C. Albin
	(alternate Mr. A. L. Kalish)
Member, United Kingdom	Mr. A. S. R. Williamson
Member, Canada	Dr. W. W. Stewart
Secretary (U.S.)	Mr. J. B. Gibbs
Assistant Secretary (U.S.)	Mrs. M. M. Libman
Fats and Oils	
Chairman	1/
Member, United States	Mr. W. H. Jaspon
Member, United Kingdom	Mr. L. F. van Zwanenberg
Member, Canada	Mrs. P. G. Turner
Secretary (U.S.)	Mr. F. J. Rossiter
Assistant Secretary (U.S.)	Maxine Enlow

Fishery Products	
Chairman (Newfoundland)	Mr. R. Gushue
Member, United States	Mr. H. C. Albin
	(Alternate, Mr. Maurice Rattray)
Member, United Kingdom	Mr. L. F. van Zwanenberg
Member, Canada	Dr. D. B. Finn
	(Alternate, Dr. S. Bates)
Member, Newfoundland	Mr. R. Gushue
Secretary (Newfoundland)	Mr. Harry C. Winson
Assistant Secretary (U.S.)	Mr. C. I. Hendrickson
Fruits and Vegetables	
Chairman (U.S.)	Mr. S. R. Smith
Member, United States	Mr. E. A. Meyer
Member, United Kingdom	Mr. J. G. Hopkins
Member, Canada	Col. R. L. Wheeler
	(Alternate, Mr. F. J. Kemlo)
Secretary (U.S.)	Mr. W. E. F. Conrad
Assistant Secretary (U.S.)	Mr. W. T. Hicks
Meat and Meat Products	
Chairman (U.S.)	Mr. Harry E. Reed
Member, United States	Mr. Harry E. Reed
Member, United Kingdom	Mr. L. F. van Zwanenberg
Member, Canada	Mr. L. W. Pearsall
Secretary (U.S.)	1/
Assistant Secretary (U.S.)	Mr. C. I. Hendrickson
Poultry Products	
Chairman (U.S.)	Mr. W. D. Termohlen
Member, United States	Dr. T. G. Stitts
	(Alternate, Mr. W. D. Termohlen)
Member, United Kingdom	Mr. J. G. Hopkins
Member, Canada	Mr. W. A. Brown
Secretary (U.S.)	Mr. Gordon W. Sprague
Rice	
Chairman (U.S.)	Mr. E. J. Murphy
Member, United States	Mr. Leonard Ellis
	(Alternate Mr. G. A. Collier)
Member, United Kingdom	Mr. L. F. van Zwanenberg
Member, Canada	Mr. J. J. Page
Secretary (U.S.)	Mr. M. M. Benidt
Assistant Secretary (U.S.)	Mr. C. H. Barber
Seeds	
Chairman (U.K.)	Mr. G. H. Dicks
Member, United States	Mr. R. H. Black
	(Alternate, Mr. W. A. Wheeler)
Member, United Kingdom	Mr. G. H. Dicks
Member, Canada	Mr. Nelson Young
	(Alternate, Mr. G. M. Stewart)
Secretary (U.S.)	Mr. W. H. Youngman
Assistant Secretary (U.S.)	Mr. K. J. Nicholson

Sugar

Chairman (U.S.)	Mr. Charles M. Nicholson
Member, United States	Dr. Joshua Bernhardt
Member, United Kingdom	Mr. G. W. Scott
Member, Canada	Mr. H. J. Hobbins
Secretary (U.S.)	Mr. Gustave Burmeister
Assistant Secretary (U.S.)	Miss Catherine Corson

Tobacco

Chairman (U.S.)	Mr. Charles Gage
Member, United States	Mr. Charles Gage
Member, United Kingdom	Mr. R. H. Smyth
Member, Canada	Mr. N. A. MacRae
Secretary (U.S.)	Mr. J. B. Gibbs
Assistant Secretary (U.S.)	Mr. Clyde C. Mitchell

Vitamins

Chairman (U.S.)	Dr. William H. Sebrell
Member, United States	Mr. H.C. Albin (alternate - Mr. R.J. Aherne)
Member, United Kingdom	Mr. L. F. van Zwanenberg
Member, Canada	Dr. L. B. Pett
Secretary (U.S.)	Mr. Felix Johnson
Assistant Secretary (U.S.)	Mrs. M. M. Libman

Tea (sitting in London)

Chairman (U.K.)	Mr. J. F. Knight
Member, United States	Mr. Loyd V. Steere
Member, United Kingdom	Sir Hubert Carr
Secretary (U.K.)	Mr. J. M. Mathias

Representatives of British Foreign Office; Board of Trade; Ministry of War Transport; Colonial Office; War Cabinet Offices; United Kingdom Commercial Corporation; India Office; and High Commissioners of Canada, Australia, New Zealand, and South Africa.

United Kingdom Agricultural Production (In London)

Chairman (U.K.)	Sir Donald Fergusson
Member, United States	Mr. Loyd V. Steere
Joint Secretaries	Mr. C. H. Blagburn
	Mr. J. H. Kirk

Other Members -

Representatives of the Ministry of Food, Ministry of Agriculture and Fisheries, and War Cabinet Offices.

Fertilizers (Joint Committee with CRMB)

Chairman (U.S.)	Dr. A. W. Palmer
Member, United States	Mr. W. G. Finn
Member, United Kingdom	Mr. J W. Gibb
Member, Canada	Mr. G. S. Peart
Secretary (U.S.)	Dr. Kenneth Clark

1/ To be designated

2/ Also Vice-Chairman of Committee on Cereals and Feeds.

B. FOOD REQUIREMENTS AND ALLOCATIONS COMMITTEE

List of Officers and Sub-Committees

Chairman

Mr. Lee Marshall

Vice Chairman

Lt. Col. Ralph W. Olmstead

Executive Officer

Mr. Lawrence T. Hopkinson

Secretary

Mr. Arthur T. Thompson

Assistant Secretary

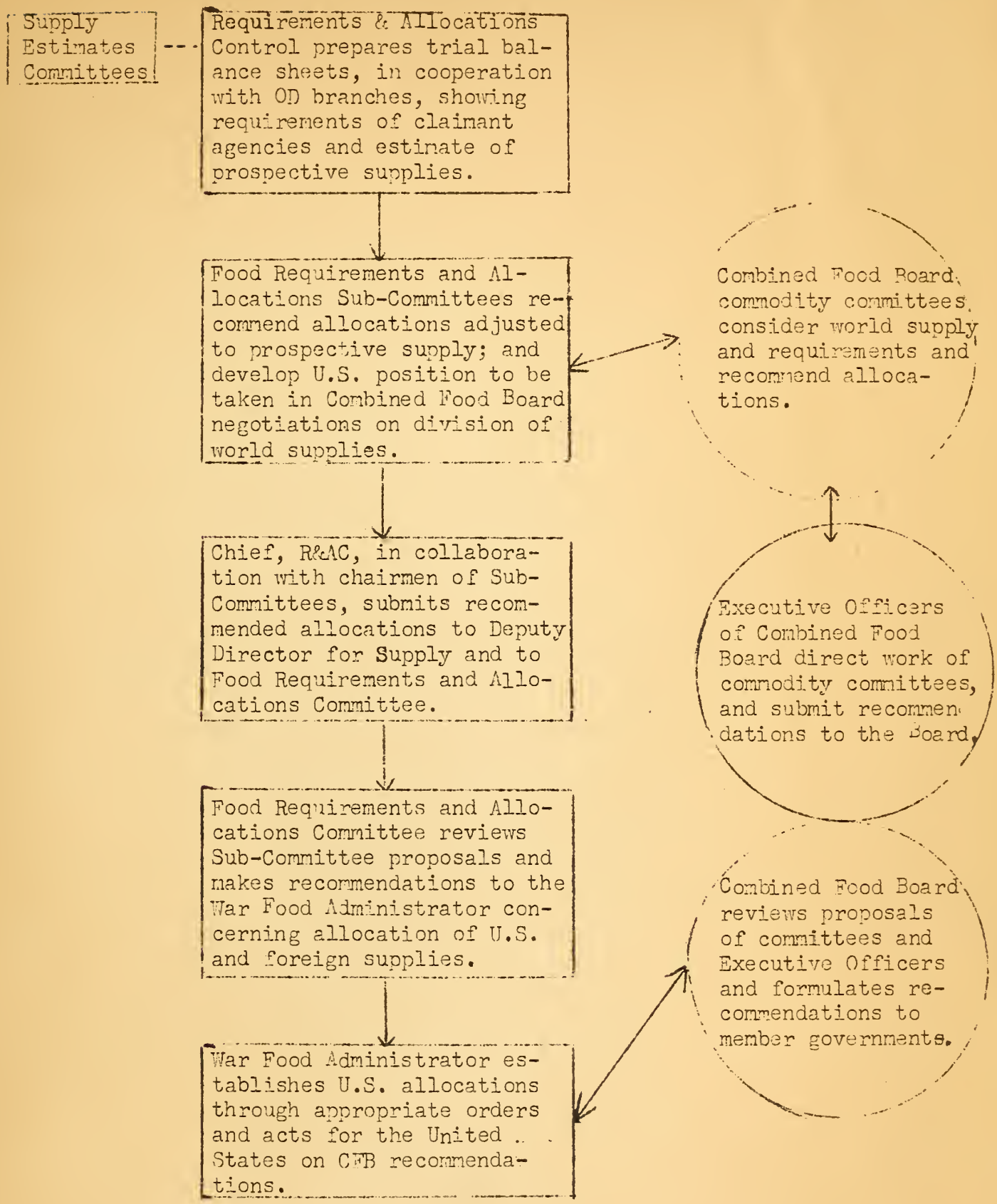
Mr. A. A. Garthoff

SUB-COMMITTEE	CHAIRMAN	SECRETARY	ASS'T SECRETARY
Beans and Peas	Reed K. Pond Alternate, J.A. Thompson	M. W. Benidt	
Cereals and Feeds (including Soy Beans)	T. B. King Alternate, C. S. Kauffman	Gordon P. Boals	K. J. Nicholson
Citric and Tartaric Acid	W. C. Albin Alternate, A.L. Kalish	J. B. Gibbs	M. M. Libman
Dairy Products	T. G. Stitts	G. C. Laughlin	
Essential Oils	W. C. Albin Alternate, A.L. Kalish	J. B. Gibbs	M. M. Libman
Fats and Oils	W. H. Jaspon	T. J. Rossiter	Maxine Enlow
Fishery Products (except Vitamins)	W. C. Albin Alternate Maurice Rattray	C. L. Hendrickson	
Fruits and Vegetables	E. A. Meyer	W.E.T. Conrad	W. T. Hicks

SUB-COMMITTEE	CHAIRMAN	SECRETARY	ASS'T SECRETARY
Meat and Meat Products	H. E. Reed	1/	C.I.Hendrickson
Poultry Products	T. G. Stitts Alternate, W.D.Termohlen	Gordon Sprague	
Rice	Leonard Ellis Alternate, G.A.Collier	M. M. Benidt	C. H. Barber
Seeds	R. H. Black Alternate, W.A.Wheeler	W. H. Youngman	K.J. Nicholson
Spices, Beverages, and Miscellaneous Products (including Coffee and Cocoa)	H. C. Albin 2/	J. B. Gibbs	W. N. Watson
Sugar	J. Bernhardt	Gustave Burmeister	Catherine Corson
Tobacco	C. E. Gage	J. B. Gibbs	Clyde C.Mitchell
Vitamins	H. C. Albin Alternate, R.J.Aherne	Felix Johnson	M. M. Libman

1/ To be designated
2/ Alternates: Spices, Fletcher Long; Coffee and Cocoa, James P. Delafield.

Procedure for the Allocation of Food Supplies



National Allocations

International Allocations